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CAREER AND COLLEGE PROMISE HANDBOOK



**A Promise of TUITION-FREE courses
while still in high school**

Welcome from Director of Admissions

Greetings and thank you for choosing Roanoke-Chowan Community College as your college. You made an excellent decision and an important one.

Our first job is to make sure you get off to a good start. We will then continue to ensure that you make right choices to accomplish your goals. This guide will provide you with general information about the college and its resources.

Best wishes for the coming academic semester. Work hard and have fun! We hope today is the first of many college days that you will remember fondly.

Sincerely,

A handwritten signature in black ink that reads "Shellie Darby". The signature is written in a cursive, flowing style.

Director of Admissions

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Purchasing Textbooks

Textbooks for Hertford County High and CS Brown STEM are provided by Hertford County Public Schools. Students should see their respective guidance counselor for pick-up times and dates.

Home Schools and Private School students will need to purchase textbooks by visiting the bookstore online at <https://www.bkstr.com/rcccstore/home>

Communicating with Faculty

Students should make every effort to contact their instructor using their R-CCC Waves email when they have questions and/or concerns related to course content, grades, and attendance. It is important that students read their instructor syllabi and review the classroom policies. Faculty policies vary across campus based on program requirements or individual professional preference.

Completing a Certificate, Diploma, or Transfer Pathway

The goal of Career and College Promise is for students to complete a certificate, diploma, and/or college transfer pathway. A student may be awarded a completion certificate or diploma prior to high school graduation. Students must file an application in the academic year in which they anticipate completing the requirements.

College Transfer Pathways: If a student completes the required courses for a college transfer pathway before completing high school, the student may petition to be enrolled in the college's traditional transfer program.

Requesting a Transcript

Once students have successfully completed courses at Roanoke-Chowan Community College, they will need to request a transcript to document their college course credit. There is no charge for unofficial transcripts. There is a \$5.00 plus applicable processing fee for each official transcript requested. In order for a transcript to be official, it must be sent by R-CCC to the student's college or university of choice.

Taking online class

High school students may choose to enroll in designated online courses which fall under those allowed for high school enrollment through CCP.

Once a student is registered in an online course, the student must access the Moodle course management system, the online learning platform through which distance classes are taught.

It is crucial to note that online courses are **NOT SELF-PACED**. To establish enrollment in an online course, students must log into the course and submit the orientation assignment by the deadline designated ("called census date") by the instructor, usually within the first two weeks of the semester. To know that exact date, students must log into Moodle on the first day of class. If they do not complete the orientation assignment, they will not be allowed to remain in the course. Additionally, students are required to log into the course several times per week for the duration of the semester, and they **must** meet course deadlines specified by the instructor.

While the timing of the coursework may be more flexible, online classes require at least as much total time as a face-to-face class for successful completion of assignments, quizzes, tests, etc. If a student has questions regarding online suitability, he/she should contact his/her high school guidance counselor.

Student Resources

R-CCC Learning Resources Center (LRC) has staff ready to help students with their academic research needs. Students are encouraged to visit the library web site for more information about library resources, including those for online students. Students can obtain a library card either in person or online at <https://libguides.roanokechowan.edu/home>. All students enrolled in college courses may use the LRC to study, do research, and check out materials. Students should present their R-CCC library card at the Circulation Desk to check out items.

Computer Assisted Instruction Lab

The CAI Lab is located within the library and provides an area where students may complete course assignments or do research on the Internet. Students need to scan a valid library card with the LRC staff to use the computers. The distance learning director can help with Moodle, Email, and other distance learning questions.

Bookstore

Students who need to purchase textbooks and general student supplies may do so at the campus virtual bookstore.

https://www.bkstr.com/rcccstore/home?cm_mmc=Rdirect--VanityURL--rcccshop.com--404405

Pirate Promise

Roanoke-Chowan Community College (R-CCC) and East Carolina University (ECU) have a co-admissions partnership agreement called Pirate Promise that allows students to receive guaranteed admissions to ECU if they meet eligibility requirements.

Benefits:

- Guaranteed admission to ECU
- Waived ECU transfer application fee
- Joint academic advising
- Joint financial aid counseling micro-scholarship opportunities
- Eligible to purchase an ECU 1 Card
- Access to ECU Libraries
- Access to Here's How ECU Career Services virtual workshop series
- Participate in select campus activities including "invitation only" Pirate Promise events at ECU.
- And much, much, more at Student Affairs

By participating students will have a seamless degree-completion pathway to graduation at ECU.

Eligibility Requirements:

- Career and College Promise students are eligible if pursuing an approved associate degree and in their junior year of high school.
- Maintain a cumulative GPA of 2.5.

The Pirate Promise program does not guarantee admission to a specific major or program.

Application Reminders:

- The Fall program application opens next Friday, August 14th for any interested students to submit a program application. Deadline to apply is Monday, September 14th.
- Students need to create an account first via the **Pirate Promise** website and from there the student will have access to the program application. (www.piratepromise.ecu.edu)

Attendance

It is critical that all high school students understand the importance of regular class attendance.

1. Students should be familiar with the attendance policy set forth by their R-CCC instructor in the syllabus.
2. Attendance policies may differ from instructor to instructor.
3. Attendance policies may also differ from the high school attendance policy.
4. Students who are unable to meet the course attendance requirements, should talk with their guidance counselor and take appropriate actions.
5. Students should take into consideration their involvement in sports and extracurricular activities when choosing courses. Classes missed due to extra-curricular activities may not be excused and is up to the discretion of the instructor based on syllabi policies.
6. Due to differences in holiday breaks and teacher workdays between R-CCC and high schools, classes may be in session on days that high school classes are not. CCP students are expected to attend their R-CCC classes on these days.
Most instructors have an allowable number of absences stated in their syllabi. It is recommended that students save their "allowed" absences for days such as these.
7. Students should also understand that by enrolling in a course with R-CCC, they are creating their first college record. This means that the grades earned will be reported on a transcript to any institution of higher education attended after high school.

Course Change

R-CCC encourages all students to take their college coursework seriously and to attend class regularly. Students may drop or withdraw from courses after the semester begins. Course changes require the permission of the high school guidance counselor. If courses are dropped prior to the 10% of the semester, the students will be removed from the course and the course will not appear on the transcript. Official withdrawals prior to the 60% of the course will receive a grade of "W". All official withdrawals after the 60% point of the course will receive a grade of "WP – withdrawal passing" or "WF – withdrawal failing." No withdrawals are allowed

within the last two weeks of the course. Students who stop attending class without officially withdrawing may receive a grade of "F." Students whose cumulative absences exceed 15% of scheduled class hours for the semester will also be subject to administrative withdrawal by the instructor.

Online classes: Students who fail to attend two consecutive weeks' worth of class, which includes failure to submit online assignments in an online class for two weeks will be dropped/withdrawn.

Students should pay close attention each semester to the deadlines for adding, dropping, and withdrawing from college courses. (see academic calendar online at

<https://www.roanokechowan.edu/campus-events>)

Acceptable Use - Technology

All students at R-CCC are required to use college resources such as their R-CCC Waves email and WebAdvisor. Students and their parents should be aware that some college courses also require the use of library books and other research materials, including use of the Internet. For this reason, students are required to follow the Acceptable Use Policy, which is found in the College's online catalog. By using college-supplied information technology resources, individuals, groups, or organizations agree to abide by all policies and procedures adopted by R-CCC as well as all current federal, state, and local laws. These include college policies and procedures against harassment, plagiarism, and unethical conduct, as well as local, state, and federal laws prohibiting theft, copyright infringement, insertion of viruses into computer systems, and other unlawful intrusions

Office365

R-CCC students now have free access to Microsoft Office products, including Word and Excel. Office365 is provided for all students, faculty, and staff at R-CCC at no cost. Office365 also provides one terabyte of storage through Microsoft's One Drive application that can be used to back up personal files or share them with others.

Family Educational Rights and Privacy Act (FERPA)

Parent or Guardian Inquiries

In 1974 federal legislation created the Family Educational Rights and Privacy Act (FERPA), which established the requirements regarding the privacy of students' educational records. FERPA regulations govern the release of educational records and access to them. At postsecondary institutions, all current and former students, regardless of their age, are protected by this legislation. Parents or guardians with questions regarding class performance, attendance and course placement scores should first contact their student's high school counselor, who will then contact R-CCC for more information. High school students should make every effort to contact their Instructor if they have any questions and/or concerns.

Grading

R-CCC operates on a required subject grade point system in the curriculum areas. All subjects must be completed with satisfactory grades if the student is to be awarded a certificate of completion, diploma, or degree.

This grade system is followed for all subjects in curriculum areas. A cumulative grade point average is maintained which includes all courses taken. If a course is retaken, only the highest grade will be averaged in the cumulative grade point average; however, both grades will be recorded on the transcript.

How to Compute the Grade Point Average (GPA)

Academic quality must be achieved in order to graduate from any program at R-CCC. The standard for students' work is determined by the Quality Point system. Under this system, a letter grade is assigned a certain number of quality points (QPs) per credit hour; i.e., an "A" is given four QPs; a "B", three QPs; a "C", two QPs; a "D", one QP; and "F", zero QPs.

Quality points are computed by multiplying the number of credit hours per course by the value of the grade earned. The grade point average (GPA) is then computed by dividing the total number of quality points by the total number of credit hours attempted.

Letter Grade	Meaning	Quality Points (Per Credit Hr)
A (90-100)	Excellent	4
B (80 – 89)	Above Average	3
C (70 – 79)	Average	2

D (60 – 69)	Below Average	1
F (59 & under)	Failure	0
I	Incomplete	0
W	Withdrawn	0
WF	Withdrawn Failing	0
WP	Withdrawn Passing	0

Grade Reports

A final grade report will be available online through the Self-Service student portal at the completion of each semester. Grades will also be reported to your high school for inclusion on your high school transcript.

Inclement Weather

Roanoke-Chowan Community College utilizes Regroup to notify students when there is a delayed opening, early release or emergency due to inclement weather, etc. It is therefore asked that students keep their contact information current with the College's Admissions Office. In the event of inclement weather announcements, tune in to the local media or campus website.

Maintaining Eligibility

To maintain eligibility for CCP enrollment, the student must continue to make progress toward high school graduation and maintain a 2.0 grade point average (GPA) in college coursework after completing two college courses. If a student fails to meet one or both of the criteria, she/he will be subject to the college's student academic progress policy.

Repeating a Course

A student may repeat a course to replace a failing grade, to attempt to earn a higher grade, or earn credit for which transfer credit has not been granted. All course grades will be recorded on the transcript; however, the highest grade will be used for computing total credit hours attempted and passed,

total grade points, and grade point averages. No course may be counted more than once for graduation.

Students with Disabilities

Roanoke-Chowan Community College is committed to providing quality educational services to all qualified students in accordance with Section 504 of the Rehabilitation Act of 1973 subsection E and the Americans with Disabilities Act. A student with a disability that may affect his/her education should contact The Accommodation Office at (252) 862-1200 ext. 267. It is the responsibility of the student to self-disclose the disability to the college; to provide appropriate, current documentation to the college; and to request accommodations in a timely manner.

Student Code of Conduct

Roanoke-Chowan Community College reserves the right to maintain a safe and orderly educational environment for students, faculty, and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the learning environment (to include physical campus and facilities, online, web-based, or remote locations), appropriate disciplinary action will be taken. If a student conduct issue should arise with a high school student on the R-CCC campus or in the online instructional environment, the guidance counselor and applicable principal will be notified and involved in disciplinary discussions. Moreover, R-CCC may refuse to admit any applicant during any period of time that the student is suspended or expelled from any other education entity.

The purpose of this code is not to restrict student rights but to protect the rights of all individuals in the academic community. If a student has any questions concerning appropriate conduct, he/she should see his/her instructor, the AVP of Student Services, or the VP of Instructions.

"Where community and careers connect."



(252) 862-1200

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www.roanokechowan.edu